

October 7, 1953

Assistant Director for Communications

Chief of Logistics

Allocation Accounts

1. Reference is made to a meeting held on 15 September 1953 on the above subject. Participating in this meeting were representatives of this Office, Office of Communications, [REDACTED] and Technical Services Staff.

2. It was agreed by all concerned that items of a minor nature were not required to have strict control exercised by the individual offices by the use of Allocation Accounts in the matter of stock replenishment and establishment and maintenance of stock levels. Responsibility for these actions would be assumed by the Supply Division, Logistics Office. However, requisitions from using activities would continue to be reviewed and approved for supply by Office of Communications for communication type items and by Technical Services Staff for technical support type items, the only exception to this being that [REDACTED] and Technical Services Staff requisitions for communications items of a minor nature will not require the approval of the Office of Communications.

3. It was also agreed that major and peculiar items would continue to be controlled by the individual offices in the establishment and maintenance of stock levels, replenishment of stock and approval of requisitions from using activities. Such items would remain in the particular office's allocation account.

4. The Supply Division, Logistics Office, will coordinate necessary action with the respective offices for the purpose of working out details in order that the above may be accomplished.

/s/ [REDACTED]
JAMES A. GARRISON

LG/SD/SCB/ASL:bfn (28 September 1953)

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- 1 - LG
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